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CA ARNG Regulation
No. 703-1

1 February 1996

Petroleum Management
PETROLEUM PRODUCTS SUPPLY AND ACCOUNTING PROCEDURES

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*This Regulation supersedes CA ARNG Regulation 703-1, dated 1 October 1995.

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SECTION I - GENERAL

1. **PURPOSE.** This Regulation establishes: (1) procedures for the procurement of fuel at National Guard bulk facilities and from commercial service stations, (2) procedures for the operation of National Guard bulk facilities, (3) supply procedures for oils, greases and lubricants, (4) accounting for petroleum, oils, lubricants, and U.S. Government National Credit Card, Identaplates procedures.

2. **SCOPE.** This Regulation applies to all elements of the California Army National Guard. Government petroleum, oils and lubricants (POL) will not be used for other than official National Guard purposes and in other than National Guard equipment. Fuel will be dispensed to all units and activities of the California Army National Guard. Issues to other Department of Defense agencies are authorized on a reimbursable basis. Commanders authorized to loan equipment to other than California Army National Guard organizations will ensure the organizations replace (on a gallon for-gallon-basis) or reimburse the United States Property and Fiscal Officer (USPFO) for California, for all National Guard fuel consumed. This Regulation is intended to focus attention upon the major areas of POL management. It is not intended to replace DA Pam 710-2.

3. **REFERENCES.** A listing of POL publications that assign responsibilities for petroleum management and accountability within the Army and the Army National Guard are identified in Appendix A.

4. **ALLOCATIONS.**

a. Fuel for Inactive Duty Training (IDT) and Annual Training (AT) will be based upon projections by the major commands identified in Appendix B.

b. The control of fuel consumed by an organization, unit, or activity is the responsibility of the major command. Annual gas and diesel allowances, by gallons, for major commands and activities of the Army National Guard are reflected on the USPFO Monthly Fuel Expenditure Report. Commanders are responsible for monitoring fuel issues and for ensuring fuel consumption does not exceed the amount authorized. All fuel procured from California National Guard bulk facilities and from commercial service stations is chargeable to the appropriate allowance.

SECTION II - FUEL PROCEDURES

5. **BULK FUEL FACILITIES.**

a. Responsibility for the operation of National Guard bulk fuel

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facilities, is assigned to the commanding officer of the parent unit's organizational maintenance shop, to commanding officers of training sites or commands, and to supervisors of designated State Maintenance and State Aviation activities.

b. Travel should be scheduled, whenever possible, to enable refueling at one of the National Guard bulk facilities identified in Appendix C. If the traveler is not near a National Guard bulk fuel facility and it becomes necessary to use a U.S. Government National Credit Card (SF 149) only enough fuel will be purchased to enable travel to the nearest National Guard bulk facility for refueling.

6. ACQUISITION OF BULK FUEL. Bulk Fuel resupply will be obtained by submitting a requisition request, DA Form 2765 (Request for Issue or Turn-In) to the USPFO, ATTN: CAUS-SC-P. The USPFO Contracting Officer will initiate a purchase order (DD Form 1155) based upon the request. Normally Purchase orders will be forwarded by the USPFO to the vendor within five (5) days of receipt of the requisition. A copy of the purchase order will be forwarded to the bulk facility and will be accompanied by instructions relating to the receipt for the fuel. Upon receipt of the purchase order, the bulk facility will notify the vendor as to when the fuel delivery can be accepted.

7. ISSUE PROCEDURES. For purposes of this Regulation the words "refueling tank" refer to any motor fuel container (except five gallon cans) used to refuel equipment; included are 55 gallon drums, 600 gallon truck and trailer mounted tanks, 750 gallon skid mounted tanks, and 1,200 and 5,000 gallon tankers, and fuel bladders (regardless of size).

a. California National Guard bulk fuel facilities will issue gas and diesel fuel on a CAL ARNG Form 703-1 (See Appendix D). All CA ARNG activities, organizations and separate units have been issued plastic POL identification cards by the USPFO. Each POL identification card is embossed to identify the organization (requestor), location, Department of Defense Activity Address Code (DODAAC) and a serial number.

b. POL identification cards will be used to obtain fuel from California National Guard bulk issue facilities only. POL cards cannot be used at commercial service stations.

c. When a POL identification card is used at a bulk facility, it will be embossed on a CAL ARNG Form 703-1 using a Credit Card Imprinter, NSN: 7490-00-X06-2016. The date, vehicle USA number, gallons, type of fuel and printed name of the individual requesting fuel will be entered by the facility attendant. More than one vehicle can be refueled with the same POL identification card. The CAL ARNG Form 703-1 will be completed as indicated below. NOTE: Instructions are keyed to the sample CAL ARNG Form 703-1, Appendix D.

(1) The requestor, location and DODAAC will be entered, using the unit requesting POL identification card.

(2) The servicing facility and bulk station will be embossed on the CAL ARNG Form 703-1 by using the bulk facilities' identification card.

(3) Enter the date.

(4) Enter the USA number of the vehicle receiving fuel.

(5) Print the name and rank of the individual requesting fuel.

(6) "For other than CAL ARNG", ENTER THE APPROPRIATE SERVICE/COMPONENT AND SUPPLEMENTARY ADDRESS.

(7) "For other than CAL ARNG", enter the name of the Major Command (e.g., 63rd ARCOM).

(8) For CAL ARNG only, enter IDT/AT, as applicable. SAD will be entered in "Other along with the Mission Control Number for fuel issued during state emergencies. (See paragraph 17.)

(9) Enter the appropriate Product Code (e.g., A - Gas (Vehicle), B - Gas (Other), C - (Diesel), D - Aviation Gas, E - JP8).

(10) Enter the gallons dispersed (e.g., 00010, for 10 gallons).

d. Fuel may be issued without a POL identification card if the bulk facility attendant is satisfied that the request for fuel is for "official" use. Information is written instead of imprinted.

e. POL identification cards are accountable and may be hand receipted as desired by the Commander. POL identification cards that become unserviceable through normal use must be turned in to the USPFO. Additional or replacement cards (i.e. for lost/unservicable cards) may be obtained by submitting a written request to the USPFO for California, ATTN: CAUS-SC-P, P.O. Box 8104, San Luis Obispo, CA 93403-8104. The USPFO (CAUS-SC-P) must be advised immediately of all lost or destroyed POL identification cards.

8. DISPOSITION OF CAL ARNG FUEL ISSUE SLIP - CAL ARNG FORM 703-1.

a. Copies one and two - will be forwarded on a Transmittal of Fuel Slips (CAL ARNG Form 703-3) on a weekly basis, to the USPFO, ATTN: CAUS-SC-P. Documentation for issues made during the month shall arrive at the USPFO not later than the third working day of the following month to be included in the current month's fuel status report.

b. Copy four - used as a back-up for daily postings to the DA Form 3643 (Daily Issues of Petroleum Products) Appendix E. The totals of daily issues of bulk petroleum products will be recorded in ink on the DA Form 3643 and will be extracted daily to a DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies) Appendix G.

c. Copy three (driver copy) - will be given to the driver (requestor). To be maintained in unit files for reporting purposes.

d. Completed CAL ARNG Forms 703-1 will be verified for complete information and legibility prior to mailing. Additional CAL ARNG Form 703-1 may be requested from the OTAG General Files (Library), ATTN: CADA-RM in accordance with CA ARNGR 310-5.

9. TRANSMITTAL OF FUEL SLIPS - CAL ARNG FORM 703-3.

a. To ensure CA ARNG Fuel Slips are processed in a timely manner it is essential that unit personnel prepare a Transmittal of Fuel Slips form (CAL ARNG 703-3) in accordance with the following instructions:

(1) Enter unit DODAAC.

(2) CAL ARNG 703-1 (CAL ARNG Fuel Issue Slip), enter total gallons of MOGAS, DIESEL, JP8, etc. used.

(3) Credit Card Slips, enter total gallons of MOGAS, DIESEL, JP8, etc. used.

(4) Fuel from Other Sources, enter the following:

(a) MIPR Number, if used.

(b) Total gallons used.

(c) Total cost charged against the MIPR.

(5) Supporting Documentation: Attach all CAL ARNG Forms 703-1, Credit Card Slips, etc. to CAL ARNG Form 703-3.

b. All CAL ARNG Forms 703-1 and credit card slips must be completely filled in with type of fuel, total gallons, price per gallon, and total dollar value. If other services and products are bought with credit cards, products or services must be itemized, not entered as "Misc". Credit cards will not be used to purchase food and beverages, etc.

c. A sample of Transmittal of Fuel Slips (CAL ARNG Form 703-3) is found at Appendix E.

10. PETROLEUM ACCOUNTABILITY PROCEDURES. Supply Support Activities (units/organizations which store bulk fuel for reissue in bulk

quantities) will maintain a stock record account (SRA) -DA Form 1296, for bulk petroleum inventories IAW DA PAM 710-2-2.

a. A MATES or CSMS which stores bulk fuel for reissue into tankers or underground facilities as a bulk product will maintain a SRA (DA Form 1296). Supply Support Activities will not use a Property Book to account for fuel.

b. Customer/using units will maintain an audit trail of bulk fuel receipts and retail issues using Daily Issue Forms - DA Form 3643, the Monthly Abstract - DA Form 3644, the Monthly Bulk Petroleum Accountability Summary - DA Form 4702-R and a Document Register.

c. Units with maintenance shops operating retail stations will also follow the procedures in paragraph 10 b. above as detailed in DA Pam 710-2-1.

d. Units will not use a Property Book to account for fuel.

11. INVENTORY PROCEDURES.

a. Not later than 0800 hours local time on the last calendar day of each calendar month, a physical inventory of bulk petroleum products will be performed to determine the actual quantities on hand for each type/grade of bulk petroleum stored in fuel or container tanks. In cases where the last calendar day of the month falls on a weekend or holiday, the physical inventory will be performed on the last working day preceding the last calendar day of the month. However, the report period on the DA Form 4702-R must reflect the last calendar day of the month (e.g., 1 Mar thru 31 Mar).

b. Water volume will be measured and subtracted from the measured volume of all the petroleum products regardless of the size of the tank or container. Measured quantities of petroleum products which equal 3,500 gallons per tank or more will be corrected to 60 degrees Fahrenheit. Residual fuels will be temperature corrected regardless of volume. The monthly inventory must be recorded on a DA Form 3853-1, or a locally produced form for activities with a large number of tanks. Procedures for measuring quantities of the product are outlined in FM 10-18 and FM 10-69.

c. A monthly Bulk Petroleum Accounting Summary (DA Form 4702-R) (See Appendix H) will be prepared to record data pertinent to the inventory. The DA Form 4702-R is the authorizing document for posting gains and/or losses, and will include, the following data:

(1) Document number in the upper right hand corner, corresponding to the last calendar day of the month, or later.

- d. Monthly actual gain/loss is determined on the DA Form 4702-R by subtracting the physical closing inventory from the closing book balance. The physical closing book balance is the opening inventory plus receipts minus issues. Zero gains or loss must be justified in Remarks Section on DA Form 4702-R.

(1) The authorized allowance for handling the loss of mogas or diesel, is 1 percent (.01) of the beginning of the month inventory plus total monthly receipts. The authorized allowance for fuel is one-half of one percent .005). In the event that the actual loss is less than the allowable loss, the actual loss will be used. Whenever a handling loss allowance is exceeded and the dollar amount of the actual loss is \$500.00 or less, the reverse side of DA Form 4702-R must reflect the data and include a statement of the circumstances surrounding the loss. In addition, the DA Form 4702-R shall be signed and dated by the Accountable Officer (item i) and shall be signed and dated by the military supervisor Approving Officer (item 1) responsible for the fuel.

f. In the event a handling loss is exceeded and the dollar amount of the actual loss is over \$500.00, a "Report of Survey," (DA Form 4697) Appendix I must be initiated within 45 days subsequent to the actual inventory, prior to preparation of the DA Form 4702-R. The report of survey must encompass the total loss and the DA Form 4702-R will reflect a monthly loss (Column F) of (zero). A signed copy of the DA Form 4702-R will be attached as an exhibit to the Report of Survey and forwarded through command channels in accordance with AR 735-5.

g. Handling Gains. Gains in excess of the allowable monthly limits must be investigated to determine the cause(s). A copy of the report of investigation will be attached to the Monthly Bulk Petroleum Accounting Summary (DA Form 4702-R) as a supporting document.

12. INVENTORY CONTROL MEASURES.

a. Daily Status Report. The daily status report is an informal report used to show the quantities of products received, issued and on hand. Where issues and receipts are made on a daily basis, you may use a daily status report prepared on a memorandum. Daily status reports should be retained, as a minimum, until the end of month

13. BULK PETROLEUM RECEIPTS/DELIVERIES. Monthly Bulk Petroleum Accounting Summary (DA Form 4702-R) has been prepared and forwarded to the USPFO, ATTN: CAUS-SC-P. Once the Bulk Petroleum Accounting Summary has been returned by the USPFO with a signature of approval the daily status reports may be filed.

b. Determining Inventory. The attendant will determine the opening inventory (Meter reading, gauge, etc.,) prior to making issues and record this information for use in determining and verifying the quantity issued during the day. At the close of business for the day the attendant will determine the ending inventory and subtract it from the opening balance to determine if the amount issued compares with the issues recorded on the DA Form 3643. If the attendant finds a discrepancy, it will be brought to the attention of the unit commander immediately.

c. Completion of DA Form 3643 (Daily Issues of Petroleum Products) provides a detailed record of the products issued for operation. It is signed by the vehicle operator or a convoy commander.

d. DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies). Abstract information from the DA Form 3643 to the DA Form 3644 daily to show the total monthly issues of petroleum products.

e. Monthly Bulk Petroleum Accounting Summary. Upon completion of a physical inventory, prepare a Monthly Bulk Petroleum Accounting Summary, DA Form 4702-R. A document number should be entered in the upper right hand corner of the form. Issues made to other than CA ARNG organizations must be annotated in the applicable columns on the reverse side of the DA Form 4702-R. The original and one copy signed by the authorized representative will be mailed to the USPFO, ATTN: CAUS-SC-P not later than the last day of the month.

f. Stock Records. Maintain stock records to show the location and quantity of each product on hand at any time during a 24-hour

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period. There is no prescribed format for these records and the daily status report may be utilized for this purpose.

a. Preparation for Receipt.

(1) Pumps, hoses, loading racks, pipes, pipe connections, and valves will be inspected daily prior to use to determine if they are in good operating condition.

(6) Each bulk delivery of aviation fuel will be sampled and field tested by observing the sample in a glass container for color, clarity, brightness and the absence of cloud, haze, visible water and/or sediment. Aviation fuel will be refused if it does not meet the quantity or quality requirements. The valves, hoses and locks must be secured; the delivery signed for; and the vendor released.

(2) Containers will be inspected to ensure they are clean and ready to receive the product.

(3) Receiving tanks will be gauged to determine if they will hold the quantity scheduled for delivery.

(4) Fire extinguishers will be available and inspected for serviceability.

b. Receiving and Unloading.

(1) The vendor's invoices or shipping document will be compared to the purchase order (DD Form 1155) to confirm that the shipper is the authorized vendor to deliver the fuel; and to determine that the type, grade, and quantity of the product to be delivered is correct.

(2) Tank vehicles will be checked for static grounding devices, leaks and general operating condition.

(3) All seals, measuring devices, hoses and dispensing nozzles will be checked for defects and the vehicle meter read, if applicable.

(4) Partially filled tanks will be inspected to ensure they contain the same grade and quality of the products to be unloaded.

(5) All receipts of residual fuels (FO #4, FO #5, FO #6) will be volume corrected (in gallons) to 60 degrees Fahrenheit regardless of measured volume. Measured volumes that equal or exceed 3,500 gallons must be volume corrected. Volume correction of less than 3,500 gallons or smaller is optional. Step-by-step procedures for correcting volumes are contained in FM 10-18 (Chapter 10) and FM 10-69 (Chapter 11).

(a) Determine the API gravity.

- (b) Correct the API gravity to 60 degrees Fahrenheit.
- (c) Determine the temperature of the product.
- (d) Calculate the net quantity of the product.

(7) Upon the completion of unloading operations, the recipient of bulk fuel will check the vendor's tanks to ensure that a complete delivery of the product has been accomplished. The valves, hoses and locks must be secured, the delivery signed for and the vendor released.

c. Vendor's documents/tickets.

(1) The actual amount received will be posted. Vendor's tickets should be checked for:

- (a) Contract or purchase order number.
- (b) Seal numbers, applicable.
- (c) API gravity.
- (d) Type and grade of product.
- (e) Gross gallons.
- (f) Volume correction factor.
- (g) Net gallons at 60 degrees Fahrenheit (if temperature correction is required).
- (h) Signatures of loading/receiving personnel.

(2) A completed copy of DA Form 3857, (Appendix K) will be forwarded to the USPFO, CAUS-PC, with all shipping documents received, with the shipment (DD Form 1155 or DD Form 250 and Vendor's Document/Ticket).

d. Determination of Volume - Meter.

(1) Check for proper calibration and seal. (Seal or stamp affixed by State/County Bureau of Weights and Measurements).

(2) Procedures for volume determination.

- (a) Record master totalizer reading prior to discharge.
- (b) Zero batch totalized.
- (c) Discharge product. (Make a visual inspection of tank interiors.)

(d) Record new master totalizer reading.

(e) Subtract (a) from (d). (This should equal the new reading on the batch totalizer.)

(f) Convert to 60 degrees Fahrenheit, if applicable, IAW FM 10-69.

14. BULK PETROLEUM STORAGE.

a. Security of storage locations. Procedures used in the storage of bulk petroleum products will be in accordance with the provisions of DA PAM 710-2-1 and FM 10-69. Commanders will ensure that the security of storage locations is adequate to prevent the theft of bulk petroleum and that the security procedures outlined in AR 190-51, DA PAM 710-2-2 and DA PAM 710-2-1 are followed.

b. Gauging. Bulk petroleum tanks will be gauged daily to detect water and/or leaks (See DA PAM 710-2). Gauging procedures are described in FM 10-69.

c. Removal of water. Aviation bulk fuel tanks will be drained of water after each product is received and immediately prior to dispensing fuel. Water will be withdrawn from tanks of other products the day after receipt and/or immediately before it is pumped from the tank. The tank will be gauged before and after the removal of the water to determine the amount of water which was in the tank.

d. Settling times. A minimum settling time of two hours is required for all aviation fuels, automotive gasolines and diesel fuels. This settling period is not necessary when fuel handling system cleanliness has been ensured by design to eliminate the ingestion or generation of corrosion products or contaminants and when transfers to the system are made through properly monitored filter-separators.

15. ISSUING BULK PETROLEUM.

a. Bulk issues. The procedures in FM 10-69 should be followed when issuing bulk petroleum. Issues will be recorded as specified in DA PAM 710-2-1.

b. Temperature corrections. Volumes of bulk petroleum will be corrected for temperature utilizing the tables found in FM 10-18 and FM 10-69.

c. Issuing procedures. The following are the minimum procedures for issuing bulk petroleum at filling station operations or Class III supply points:

(1) Perform the daily checks and quality surveillance prior

to issuing, as required by FM 10-69.

(2) Post the DA Form 3643 for all issues with:

- (a) Vehicle/equipment number/USA registration number.
- (b) Quantity issues.
- (c) Organization of the recipient.
- (d) Signature of recipient.

(3) The information on the DA Form 3643 will be abstracted daily to the DA Form 3644, in accordance with DA PAM 710-2. If only a few issues are made during the month, it is permissible to use a single DA Form 3643, but abstract the information to the DA Form 3644 daily.

16. U.S. GOVERNMENT NATIONAL CREDIT CARD (SF 149) PURCHASES FROM AUTHORIZED COMMERCIAL SERVICE STATIONS.

a. Authorization. The U.S. Government National Credit Card (SF 149) is the only credit card to be used to obtain supplies and services from authorized commercial service station facilities. The SF 149 is only authorized for use when a bulk fuel facility, DOD facility, or into-plane contract is not available. Credit card purchases should not be made when it is reasonably possible to obtain fuel services from a California National Guard bulk fuel facility. Commanders will ensure that only enough fuel is obtained to allow the vehicle to reach a National Guard bulk fuel facility during normal operating hours. POL fuel cards issued by the USPFO for use at CA ARNG fuel facilities cannot be used at commercial service stations.

b. Authorized Products or Services. Products or services which may be obtained with the U.S. Government National Credit Card (SF 149) are governed by vehicle type and are shown in the in Appendix L.

(1) Purchases of products or services not in accordance with the table in Appendix L will be referred by the USPFO to the major command for reimbursement to the U.S. Government. Items listed on the delivery ticket as "miscellaneous" or "accessories" must be

identified or items will not be paid for by the USPFO. The individual held responsible will be required to reimburse the U.S. Government by money order. Money orders will be made payable to "FAO, Ft. Benjamin Harrison, IN." Additionally, all trading stamps/gratuities received with, or as a result of a purchase made under the provisions of this regulation, will be forwarded to the USPFO, ATTN: CAUS-SC-P.

(a) Operators of Government vehicles or aircraft will

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not be reimbursed for cash purchases from personal funds for fuels, oils, or lubrication services.

(b) U.S. Government National Credit Cards (SF 149) will not be used for parking, storage, or other aircraft services.

(c) Use of U.S. Government National Credit Card (SF 149) for aircraft refueling at an into-plane contract site is prohibited.

(d) Authorized Commercial Service Station Facilities. Commercial service station facilities authorized for use in California are listed in the DFSC Handbook, DFSC 4280.1, Government Vehicle Operators Guide. (Guide to Service Stations for Gasoline, Oil and Lubrication). The DFSC Handbook is available to all credit card users and can be requested through USPFO, ATTN: CAUS-SC-P.

(1) It is the responsibility of all personnel using the U.S. Government National Credit Card (SF 149) to investigate prices and to purchase quality petroleum products and related supplies at the lowest overall cost to the Government.

c. Accountability. U.S. Government National Credit Cards (SF-149) will be accounted for by the using activity. These cards will be considered installation property. They will be accounted for on the property book in accordance with DA PAM 710-2-1 and controlled in accordance with AR 190-51.

(1) If credit cards are issued below the property book level, they will be listed on a hand receipt.

(2) Issues below the hand-receipt level will be made using a logbook to record the signature and rank of the individual to whom the card is issued, the credit card serial number, vehicle number or U.S.A. registration number, and the date and time signed out and returned.

d. Administrative Adjustment Report (AAR), DA Form 4949. The DA Form 4949 will be prepared IAW paragraph 4-21, Change in Accounting Requirements (Nonaccountable to Accountable), DA PAM 710-2-1, to account for on-hand credit cards and for posting to the property book. Prepare an AAR like the examples shown in DA PAM 710-2-1. Provide two (2) copies of the AAR to the USPFO, ATTN: CAUS-SC-P.

e. Basis of Issue. The basis of issue of the SF 149 will be determined by the responsible command/activity/property book officer.

f. Requirements. All requirements for U.S. Government National Credit Cards (SF 149) (NSN 7540-00-X06-7001, line # CA7001) will be submitted on a DD Form 1348-6, DOD's Single Line Item Requisition System Document, completed IAW DA PAM 710-2-1 to USPFO-SC-P.

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Requirements must contain justification for the cards requested in Block 10 (Remarks Field). Request for an initial quantity need only the following statement entered in Block 10: "Renewal of Authorized Credit Card Quantity." All requirements in excess of the initial quantity will be considered by the USPFO on an individual basis. Additional requirements will be submitted on an additional DA Form 1348-6 and must contain a complete justification in Block 10. A signed DA Form 1687, Notice of Delegation of Authority, Receipt for Supplies, will be forwarded by the unit/activity to the USPFO, ATTN: CAUS-SC-P.

g. Loss or Turn-In of U.S. Government Credit Card (SF 149).

(1) When a U.S. Government National Credit Card is lost or stolen the responsible control officer must make a telephonic report immediately to the USPFO (CAUS-SC-P). A written report, or a copy of the "Report of Survey" (completed IAW AR 735-5) describing the circumstances surrounding the loss or theft must be submitted to the USPFO, ATTN: CAUS-SC-P, within five working days. In the event a written report is submitted prior to the report of survey, a copy of the Report of Survey shall also be forwarded to this office upon completion (Reference DA Pam 710-2).

(2) The turn-in of expired, excess or unserviceable U.S. Government National Credit Cards (SF 149) will be accomplished on a DA Form 2765-1, completed IAW DA PAM 710-2-1 and returned to the USPFO, ATTN: CAUS-SC-P.

h. Transmittal of Credit Cards. All U.S. Government National Credit Cards (SF 149) are serially numbered accountable forms and will be transmitted as follows:

(1) Issue: The USPFO will transmit the card(s) and issue document (DD Form 1348-1) by Certified Mail. Upon receipt of the cards the unit/activity will sign and date the original DD Form 1348-1 and return to the USPFO, ATTN: CAUS-SC-P.

(2) Return: The unit/activity will turn-in expired, excess, or unserviceable card(s) to the USPFO, ATTN: CAUS-SC-P, via "Certified Mail," utilizing a DA Form 2765-1 (Issue/Turn-in). The DA Form 2765-1 will be prepared by the unit/activity in original and two (2) copies. The unit/activity will forward the card(s) and the DA Form 2765-1, to the USPFO, ATTN: CAUS-SC-P. Upon receipt of the cards the USPFO will sign and date the original DA Form 2765-1 turn-in document and return directly to the unit/activity.

i. Control of U.S. Government National Credit Card (SF-149).

(1) U.S. Government National Credit Cards (SF 149), are installation property and will be accounted for by the Property Book Officer/Accountable Officer on the property book. Normal property book accounting procedures given in Section I, Chapter 4, DA PAM 710-2-1 apply.

(2) The Property Book Officer will use hand receipt procedures for issues to other than users below the property book level. Hand receipt procedures are provided in Chapter 5, DA PAM 710-2-1.

(3) Officers accountable for U.S. Government National Credit Cards (SF 149) must advise all individuals on the proper use of the credit card before it is issued. The following areas must be emphasized:

- (a) Authorized sources/services.
- (b) Limitations on use.
- (c) Instructions for the proper completion and disposition of delivery tickets.

j. Delivery Tickets.

(1) U.S. Government National Credit Card (SF 149) delivery slips (tissues) will be consolidated by major commands, battalions, activities or control officers (as applicable). Credit card delivery slips will be reviewed to ensure they are legible, complete and contain the following information:

(a) The U.S. Government National Credit Card (SF 149) must be used to imprint onto the invoice. (Handwritten data on the invoice is not acceptable.)

(b) The name and address of the service station and the date of purchase.

(c) The type, quantity, unit price and total price of the fuel or service.

(d) The USA license number of the vehicle.

(e) Miscellaneous items must be clarified (i.e., fuse, wash, tire repair, etc).

(f) The signature, name and rank of the individual obtaining the fuel or service.

(g) The accountable officer verifies all purchases and signs the reverse side of all delivery slip tissues before mailing to USPFO, ATTN: CAUS-SC-P.

(2) Delivery slips must be mailed to the USPFO, ATTN: CAUS-SC-P on a weekly basis.

k. Safeguarding U.S. Government National Credit Cards (SF-149).

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(1) Accountable/property book officers/hand-receipt holders are responsible for safeguarding U.S. Government National Credit Cards (SF 149) issued to their unit/activity. Administrative controls and physical safeguards must be developed and maintained to assure strict compliance with credit card accountability and use.

(2) Unissued credit cards will be stored as prescribed for pilferable material. A steel filing cabinet equipped with a padlock is considered adequate for this purpose.

SECTION III - FUEL ISSUED DURING STATE EMERGENCIES

17. ISSUES. National Guard bulk fuel facilities are authorized to issue fuel to California National Guard units ordered to State Active Duty (SAD) incidents to natural disasters or civil disturbances. Fuel issues will be recorded on a CAL ARNG Form 703-1 IAW Section II, of the regulation. The CAL ARNG Form 703-1 will be annotated to reflect "SAD" and the mission control number. Additionally, a letter of transmittal, in the format shown in Appendix M will be prepared to forward the SAD documents through the USPFO to OTAG. The use of U.S. Government National Credit Cards (SF-149) during State Active Duty emergency operations is subject to the following conditions:

a. Delivery Slips. Delivery slip tissues must be prominently marked "SAD" and include the mission control number in order for the USPFO to identify the purchase as being for a State emergency. Forward "SAD" delivery slip tissues with a written letter of transmittal directly to the USPFO, ATTN: CAUS-SC-P.

b. Accountability. Fuel procured from State Funds and placed into a tank truck or trailer will not be picked up on the accountable property records of any National Guard bulk fuel facility. Accordingly, CAL ARNG Forms 703-1 will not be prepared or submitted to the USPFO to register fuel issues.

c. Reimbursements. Army National Guard fuel used during State Active Duty Missions must be replaced or paid for by the State. It is, therefore, a unit responsibility to properly document fuel used during a State supported mission as outlined herein.

SECTION IV - OILS GREASES AND LUBRICANTS

18. SUPPLY RESPONSIBILITIES.

a. The USPFO is responsible for issuing oils, greases and lubricants to the following units and activities in response to requisitions received:

(1) Combined Support Maintenance Shops (CSMS), Army Aviation

Support Facilities (AASF), Army Aviation Flight Activity (AAFA), Fresno Aviation Classification and Repair Activity Depot (AVCRAD), Mobilization and Training Equipment Sites (MATES), and ARNG Training Commands/Sites.

(2) Organizational Maintenance Shops (OMS).

(3) Units not assigned to Organizational Maintenance Shops.

b. Combined Support Maintenance Shops are responsible for the acquisition of oils and greases required for CSMS internal use only.

c. Organizational Maintenance Shops are responsible for the acquisition and reissue of oils, greases and solvents in the quantities required for internal needs, including those needs of the units relying on the OMS for maintenance support.

19. ACCOUNTING PROCEDURES.

a. Diesel fuel and solvents issued in bulk (tank wagon delivery) will be accounted for in the same manner as bulk gasoline.

b. Diesel fuel, solvent, lubricating oil and grease issued by the USPFO in containers will not be posted to the property book. The receiving unit, if a maintenance activity or parent unit of an OMS, must:

(1) Post the quantities received to an informal record as established by the unit or activity.

(2) Effect daily issues by use of a DA Form 3643, "Daily Issues of Fuel and Oils," and post to an informal record referred to above, and to a DA Form 3644, "Monthly Abstract of Issues of Fuel, Oils and Operating Supplies".

c. The formal/informal accounting records referred to above must be typewritten or written in ink, accurate and properly maintained by responsible officers. The documents/records are subject to examination by the USPFO.

20. LEVELS OF SUPPLY.

a. Units. Quantities of lubrication oils, greases and lubricants will not exceed the quantities required to support maintenance functions for a 30-day period. Stock should be rotated either by "First in-First out," or Expiration Date.

b. CSMS/OMS. Quantities on hand, plus quantities on requisition, will not exceed those quantities necessary to provide the level of support to meet mission requirements. Stock should be rotated either by "First in-First out," or Expiration Date.

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c. Oils and greases available under the provisions of this regulation are intended to meet training base, as well as Annual Training (AT) needs, except that oils and greases for tracked vehicles will be available, upon request, at the training site for issue to organizational supply officers. "Upward" revisions of levels of supply by Organizational Maintenance Shops in the month preceding AT is authorized.

21. QUALITY SURVEILLANCE - PACKAGED PETROLEUM SHELF LIFE. The following procedures apply if the shelf life date has expired. Do not turn in packaged products with an expired shelf life until the following actions have been taken and/or until advised to do so by the USPFO:

a. Submit the following information to the USPFO, ATTN: CAUS-SC-P:

- (1) National Stock number (NSN).
- (2) Nomenclature.
- (3) Military specification number.
- (4) Contract number.
- (5) Date of manufacture.
- (6) Batch number.
- (7) Lot number.
- (8) Reason for retest (i.e., expired shelf life, refer to QSL, suspected contamination, etc.)
- (9) Quantity; provide total dollar amount.

b. A Unit or Activity preparing to submit a USPFO Form 703-2F should first check the Army Master Data File (AMDF) for the shelf life code and follow the instruction provided in the Army Master Data File (AMDF) reference guide.

c. The QSL will provide the new expiration date if the shelf life has been extended. If shelf life is not extended, the USPFO will provide the unit with disposal instructions. Units having excess packaged petroleum products should turn in excessive quantities to the USPFO as serviceable excess. The following are the quantities of the samples required for testing:

- (1) Liquid - send one-half gallon or two quarts equivalent.
- (2) Grease:

- (a) One pound can - send three cans.
- (b) Five pound pail - send one pound.
- (c) Thirty-five pound pail - send one pound.

(3) Make sure that all liquids in 55-gallon drums have been mixed (i.e., roll drum around before taking sample).

22. HAZARDOUS WASTE. No contract agreement has been established at this time. Units/Activities having hazardous waste on hand should seek disposal instructions from the USPFO, ATTN: CAUS-SU.

SECTION V - AVIATION FUEL PROCEDURES

23. REFERENCES.

- a. Federal Acquisition Regulations (FAR)
- b. DOD FAR Supplements (DFARS)
- c. Army Far Supplements (AFARS)
- d. DA PAM 710-2-1, using Unit Supply System Manual Procedures
- e. National Guard Regulation 95-1, Army Aviation, General Provisions and Flight Regulations
- f. CA ARNGR 715-1, Procurement - Federal Purchasing and Contracting Program

24. DOD JET FUEL/DOD AVGAS IDENTAPLATES.

a. The Department of Defense (DOD) Jet Fuel Identaplate (DD Form 1896 (white)) and the DOD AVGAS Identaplate (DD Form 1897 (purple)) will be used by aviators to obtain refueling of Army aircraft from:

- (1) Army airfields, other than home stations.
- (2) CA ARNG Bulk Facilities.
- (3) Navy and Air Force installations.

(4) Commercial vendors under Government Contract (as identified in DFSC Into-Plane Contract Bulletins) for refueling and servicing of aircraft.

b. The AVFUEL indentaplates (DD Forms 1896 and 1897) are not authorized for:

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(1) Obtaining petroleum products that are to be dispensed into any type container or storage tank.

(2) Purchasing petroleum products in advance of actual dispensing into aircraft.

(3) Purchasing products on credit.

25. PROCEDURES.

a. The U.S. Army General Material and Petroleum Activity (USAGMPA) is the only authorized source from which Army activities can obtain AVFUEL identaplates. Written requests for AVFUEL identaplates must be signed by the appropriate post, camp, station or activity commander (or designated representative) to the USPFO for approval. Requirements for AVFUEL identaplates will be provided to the Commander, USAGMPA, by the USPFO (CAUS-SC-P).

b. Only one identaplate is authorized per aircraft; refueling of more than one (1) aircraft per identaplate is prohibited.

c. The DOD AVFUEL Identaplates (DD Forms 1896 or 1897) will be kept with the Equipment Record Folder DA Form 2408 (Equipment Log Assembly-Records) and will be presented to refueling operations when requesting AVFUEL service. Preflight checks will be made to ensure the proper AVFUEL identaplate for the aircraft is available, as well as instruction for its use. (Refer to CA ARNGR 715-1, Appendix C, "SF 44 Procedures for Army Aviators", for additional guidance. AVFUEL identaplates will be secured IAW AR 190-51.

d. The individual pilot or flight officer in charge of the aircraft will, immediately upon return to home station, ensure that AVFUEL Into-Plane Contract Sales Slips (DD Forms 1898) for and purchases made are turned into the appropriate facility. All AVFUEL sales slips will be forwarded weekly to the USPFO, ATTN: CAUS-SC-P.

e. An AVFUEL Identaplate may become invalid due to excessive wear, mutilation, or a change in the DOD activity address code (DODAAC). When an identaplate is excessively worn, mutilated, or in error it will be turned-in to the USPFO, ATTN: CAUS-SC-P on a DA Form 2765-1 (Request for Issue on Turn-in) for proper destruction. Lost indentaplates and/or those suspected of being misused will be immediately reported by serial number to the USPFO. Upon receipt of notification by the USPFO, USAGMPA will declare the identaplate(s) invalid and issue instructions to all DOD activities not to honor the identaplate(s). For newly assigned aircraft, submit DA Form 1352 (Army Aircraft Inventory Status and Flying Time) along with the DA Form 1348-6. Replacement or new identaplates will be requested from the USPFO, ATTN: CAUS-SC-P, on a DD Form 1348-6 (DOD s Single Line Item Requisition System Document/Manual long Form). Include complete A/C Tail Number.

f. The DD Form 1898 will be used as the basic issue document for all AVFUELS issues. The pilot, or authorized representative, will ensure that all AVFUEL indentaplate purchases for products or services are recorded on the AVFUELS Into-Plane Contract Sales Slip, DD Form 1898 as rendered. This individual will present the proper indentaplate to the refueling operator to have the essential sales data imprinted on the DD Form 1898. Under no circumstances will a U.S. Government National Credit Card (SF 149) be used to imprint data on the DD Form 1898.

g. Distribution of the six-part DD Form 1898 will be as follows:

(1) The original and copies #2 and #5 - Forward to the USPFO, ATTN: CAUS-SC-P, for billing and collection purposes.

(2) Copy #3 - Retain. It is used for property accountability at the issuing activity.

(3) Copy #4 - Retained by the pilot on aircraft requesting the fuel.

h. A mechanical AVFUELS indentaplate imprinter can be locally purchased for use in conjunction with the DD Form 1898.

26. IDENTAPLATE ACCOUNTABILITY. Aviation fuel (AVFUELS) indentaplates (DD Forms 1896 or 1897) will be accounted for on Installation Property Books in accordance with Chapter 4, DA PAM 710-2-1.

27. USE OF U.S., GOVERNMENT NATIONAL CREDIT CARD (SF 149). The U.S. Government National Credit Card (SF 149) are authorized for service stations listed in DFSCH 4280.1 only when DOD Facilities and Into-Plane Contracts are not available. However Into-Plane Contract Fuel will be used if available at the airfield prior to using a SF 149.

28. USE OF SF 44, PURCHASE ORDER-INVOICE-VOUCHER. The Purchase Order-Invoice-voucher (SF 44), will be used only when DOD Facilities, Into-Plane Contracts and Government Credit Cards cannot be used. See Appendix O for an example of a SF 44. Appendix R prescribes procedures for use of the SF 44 by Army Aviators and should be carried on all aircraft. It is incumbent upon the aviator to establish the method to be used after identification of the fuel vendor and his affiliation with the oil companies. For example: If a vendor dispenses Texaco Products, the SF 44 may be used if the vendor is not an Into-Plane Contractor or an authorized service station/credit card vendor as identified in Section II.

a. Conditions for use. The SF 44 is authorized for use under the following conditions:

(1) Authorized flights by Army aircraft during which mechanical or meteorological conditions prevent the aviator from

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obtaining the required supplies (i.e. fuels oils, parts, supplies, equipment etc.) and services from Government Facilities or by U.S. Government National Credit Card (SF 149).

(2) Conditions under which the continuation of a flight or mission would constitute a hazard to safety or endanger public property.

(3) Conditions under which the procurement of supplies (i.e. oils, fuel, parts, supplies, equipment, etc.) and services from Government facilities would interfere with approved flight plans.

(4) The transaction will not be in excess of \$2,500.00. A purchase will not under any circumstances exceed \$2,500.00 and will not be split to avoid this dollar limitation. Purchases in excess of \$2,500.00 are not authorized under any circumstances. The fact that a purchase exceeds the limitation by the smallest amount makes the entire transaction unauthorized. The individual causing the unauthorized transaction (i.e. unauthorized commitment of Federal Funds) may incur financial liability as a result of the action or inaction.

(5) In view of the negotiable character of the SF 44, Activity Operations Officers will establish controls to preclude the loss, theft or possible misuse of the SF 44. Suggested storage includes a locked key or combination safe with limited access.

(6) Unit/Activity Publications Officers will requisition SF 44's in accordance with CAL ARNGR 310-5.

(7) Prudent and responsible use of U.S. Government National Credit Cards (SF 149) and SF 44 will assure POL Fund availability since the excessive use of this purchase instrument at higher fuel prices will decrease POL funds.

b. Responsibilities.

(1) Activity Operations Officers shall:

(a) Conduct an initial briefing and subsequent briefings, as necessary, or as required by the Purchasing Officer for all Army Aviators on the procedures for using the SF 44.

(b) Ensure that proper Identaplates, United States Government National Credit Card (SF 149), and a sufficient number of SF 44's are furnished each Army Aviator preparing for other than a routine local flight.

(c) Ensure that adequate instructions for using Identaplates, United States Government National Credit Card (SF 149) must accompany each authorized flight (other than routine local flights). Instructions will include proper funding citation information.

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(d) Place a copy of Section V of this regulation in each aircraft.

(2) Army Aviators shall:

(a) Not make cash purchases of supplies (i.e. fuel, oil, parts, etc.) or services from personal funds. No published procedure exists for reimbursement.

(b) When procuring supplies (fuel, oil, etc.) and service by use of Identaplates, U.S. Government National Credit Cards (SF 149) and SF 44, Army Aviators will:

(c) Ensure that quantities of fuel and oil purchased are entered in the appropriate blocks of the DD Form 2408-13, Aircraft Inspection and Maintenance Record, in TM 38-750.

(d) Ensure that the vendor's invoice for a U.S. Government National Credit Card (SF 149) purchase is prepared legibly and identifies the following:

1. Name and address of the vendor.
2. Date of the purchase.
3. Brand Name.
4. Quantity, unit price and extended total for each commodity, accessory, or service provided.
5. Aircraft Identification Number.
6. Name, grade and organization of the individual making the purchase.

c. Upon completion of a flight, ensure the prompt transmittal of all SF 44 invoices to the Activity Operations Officer for distribution to the USPFO, ATTN: CAUS-SC-P.

d. When procuring aviation fuel, oil, parts, supplies, equipment and/or necessary services by use of SF 44; Army Aviators will ensure that the preparation and distribution of the form is in accordance with the following:

(1) The SF 44 will be prepared in an original and five (5) copies.

(2) The original and two (2) copies will be promptly forwarded by the Activity Operations Officer to the USPFO, ATTN: CAUS-CA, one copy to USPFO, ATTN: CAUS-SC-P, immediately after use.

(3) One (1) copy (other than the original and first copy)

may be retained by the Flight Activity and the vendor. Note: *FY Change - Stands for the Current fiscal year and will change accordingly. Each activity will start with their respective number and assign a number in sequence for each SF 44 used. For example, Los Alamitos would be DAHA04-95-M-5500, DAHA04-95-M-5501, etc. Each Activity, Operations Officer will maintain a log showing the aviator's name, A/C Tail#, date of use, order number, location of use, and the product/service obtained.

(4) Name and Address of Seller - Self-explanatory.

(5) Furnish Supplies/Services to - (Enter the activity of which the aircraft is assigned) For example: Los Alamitos Aviation Facility, Los Alamitos, CA.

(6) Supplies/Services - Enter Aviation/Jet Fuel A-50 for Army Aircraft #62016.

(7) Quantity - Enter the quantity of the gallons delivered into the aircraft.

(8) Unit Price - Enter the cost per gallon of the fuel delivered into the aircraft.

(9) Amount - Enter the total dollar amount of the fuel delivered into the aircraft.

(10) Total - Enter the amount as shown in for number (8) above.

(11) Discount Terms - Enter the vendor's offered discount for prompt payment, (e.g. 2% - 20 days). If no discount is offered, or there is none, enter "None".

(12) Agency Name and Billing Address - Enter USPFO for California, ATTN: CAUS-CA, P.O. Box 8104, San Luis Obispo, Ca. 93403-8104.

(13) Ordered By - Enter the actual signature of the pilot, for example, John L. Doe, CPT, CA ARNG, Pilot. This Block will not be signed by anyone other than the pilot.

(14) Received By - Enter the printed name of the individual receiving the fuel, for example, John L. Doe.

(15) Title - Enter rank, CA ARNG, and pilot, for example: CPT, CA ARNG, Pilot.

(16) Date - Enter the date the individual received fuel. This date must be the same date as shown in number (1), "Date of Order", above.

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(17) Payment requested - Vendor must check this block and enter the amount shown in numbers (8) and (9), above.

(18) Seller - The vendor or his representative must enter his signature.

(19) Date - The vendor must enter the date the fuel was delivered into the aircraft. This date must be the same as the date shown in numbers (1) and (16), above.

e. Activities and/or aviators are not required to enter or have entered by the vendor any data other than that specified in items (1) through (19) above.

SECTION VI - QUALITY SURVEILLANCE

29. REFERENCES. The basic reference for Quality Surveillance Procedures are MIL-HDBK-200F (Quality Surveillance Handbook for Fuels, Lubricants, and Related Products). The U.S. Army General Material and Petroleum Activity (USAGMPA), New Cumberland, PA is responsible for developing and monitoring Quality Surveillance and Technical Advisory Programs. A simple set of procedures cannot guide all operations due to varying circumstances. Therefore, the following are suggested minimum procedures.

30. QUALITY SURVEILLANCE ON FUEL RECEIPTS. The following controls are required to be applied to the receipt of all bulk petroleum supplied by commercial sources under DLA regional type contracts, procured locally, or received from Army, other military services, or DLA depot stocks:

a. Ensure that a qualified Government representative authorized by the accountable or responsible officer physically determines and records the amount of fuel delivered for each delivery.

b. Ensure DA Form 3857 (Commercial Deliveries of Bulk Petroleum Product Checklist) is used to ensure established procedures are followed. When a checkmark is entered on the DA Form 3857, it indicates that the function was performed as stated by the individual signing and dating the form. All entries will be made in ink. The DA Form 3857 will be retained as the supporting documentation to the appropriate receiving document, DD Form 1155 (Order for Supplies or Services/Request for Quotations) or DD Form 250 (Material Inspection and Receiving Report) as applicable. Special attention will be directed to:

(1) Reviewing all shipping documents and/or delivery tickets to ensure that all data is properly recorded and legible.

(2) Physically ensuring all hatch/manhole cover valves are

sealed and that the serial numbers of the seals match the delivery ticket data. NOTE: Seals installed by the contractor serve only to indicate that there has been no tampering with the cargo after loading. Like other devices, seals can be circumvented and should be viewed only as indicated on the delivery ticket.

(3) Take a good all-levels sample from each tank compartment using a weighted copper beaker. (See Appendix P for the description and National Stock Number (NSN) of sampling devices.)

(4) Measure the API gravity for each sample using the appropriate hydrometer.

(5) Check each sample visually for water and/or sediment (water in fuel often produces a cloudy or hazy effect).

(6) Take quality surveillance samples as required in this regulation, and when requested by the USPFO and/or USAGMPA.

(7) Determine the quantity of fuel delivered in accordance with paragraph. NOTE: All discrepancies in commercial or military bulk fuel deliveries will be reported to the accountable or responsible officer immediately for disposition.

(8) Physical security requirements in AR 190-51 will be complied with.

31. QUALITY SURVEILLANCE ON FUEL ISSUES.

a. Take a sample from the fill-line prior to issuing and/or take an all-level sample from the issuing storage tank prior to the beginning of daily operations.

b. Examine the sample visually for sediment, water and color. The sample should be free of visual sediment and water. All fuels should be bright and clear.

c. Examine the conveyance to ensure it is dry and free of internal rust.

d. Ensure the external markings on the conveyance are the same as the product being loaded.

e. If a receiving vehicle contains a product, take an all-levels sample and check is as outlined above. Ensure the fuel in the vehicle is the same as the fuel being loaded.

32. **SAMPLING POL.** Sampling types and procedures are contained in MIL-HDBK-200, FM 10-69, and FM 10-70.

a. The U.S. Army General Material and Petroleum Activity

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(USAGMPA) is responsible for establishing a sampling schedule for testing the quality of petroleum products received at U.S. Army, Army National Guard, and Army Reserve installations and activities (within CONUS) from open-end contracts established by the Defense Fuel Supply Center. The sampling schedule is based upon the type, quantity and quality (as established by lab test results) of all petroleum products procured. In addition, USAGMPA is responsible for:

(1) Providing to the submitting activity detailed sampling instructions upon request, and the identification of the testing laboratory to which the sample(s) will be sent.

(2) Advise the submitting activity of the test results and determine if additional quality surveillance samples need to be requested for testing. When a product fails to meet specification requirements, USAGMPA will provide disposition instructions.

b. The commander of the activity required to submit samples under this Quality Surveillance (Sampling) Program will ensure:

(1) A qualified petroleum handler is assigned to take product sample according to instructions received from USAGMPA petroleum field offices.

(2) A log is maintained for all samples submitted indicating assigned sample numbers, sample history, and test results.

(3) A sample taken from the delivery conveyance for the first three (3) separate delivery days under each new contract (including local purchase) is forwarded. NOTE: Petroleum Sample Tags (DA Form 1804) will identify whether the sample is taken from the first, second or third delivery.

(4) Proper fuel sampling containers are requisitioned. Care will be taken to ensure containers are maintained in a usable condition.

(5) A petroleum sample tag (DA Form 1894) is completed and attached to each sample submitted for testing.

(6) Samples of products are forwarded to the designated laboratory within 72 hours after the sample is taken. The shipping activity will bear transportation costs. Contact the USPFO, ATTN: CAUS-TR for a Government Bill of Lading (GBL) for shipping samples.

33. QUALITY SURVEILLANCE ON STORAGE TANKS.

a. Motor and aviation fuels stored in all above ground tanks that have not had new product added, and when the temperature is above 80 degrees Fahrenheit daily will be sampled monthly.

b. Motor and aviation fuels stored in all above or underground

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tanks without new product being added, and when the temperature is below 80 degrees Fahrenheit daily will be sampled quarterly.

c. Sample size will be as follows:

Gasoline	Two (2) gallons
AVGAS	Two (2) gallons;
Five (5) gallons	
if performance	
numbers needed.	
Diesel	One (1) gallon
Fuel Oil	One (1) gallon
JP-8	Two (2) gallons;
Ten (10) gallons	
if thermal stability	
test is needed.	

d. Samples will be forwarded (within CONUS-6th Army Area) as follows:

Chief USAGMPA Petroleum Field Office
Defense Depot - Tracy
ATTN: STRGP-FW
Tracy, California 95376-5051

34. SPECIAL QUALITY SURVEILLANCE PROCEDURES.

a. Tests for filter effectiveness, regardless of product type, should be accomplished in accordance with FM 10-69 and FM 10-71. Additional guidance is outlined in DA PAM 710-2-1.

(1) Units/activities should perform filter element effectiveness tests of filter separators. These tests should be performed on all equipment in operational use. Equipment not in use should be tested when placed in service and then every 30 days thereafter while in use.

(2) All filter separators used for filtering petroleum products must be tested as stated above. Samples must be submitted to the supporting USAGMPA Petroleum Field Office.

(3) It is recommended that samples be taken using the Millipore Fluid Sampling Kit and Matched Weight Monitors. NOTE: It is also necessary to install a quick-disconnect coupler down stream from the filter separators to facilitate the use of this kit. Sampling instructions are provided with the kit. When sampling, allow one gallon of the product to pass through the monitor. The

monitor will then be forwarded to the appropriate lab for a sediment determination.

(4) The submission of one gallon of the product, obtained downstream from filter separators (ideally after circulation of product has taken place), for activities not possessing a Millipore Sampling Kit, will be required. USAGMPA no longer provides sample cans for quality surveillance submissions. Cans must be ordered through the supply system under the following NSN's:

- (a) Sample Can, 1/2 gal, Fuel Oils, 8115-01-090-0660.
- (b) Sample can, 1 gal, Rectangular (Diesel), 8115-00-224-7935.
- (c) Sample Can, 1 gal, Round (AVGAS, MOGAS, JP8), 8115-01-192-0935.

(5) Submitted samples should be properly recorded (logged) and identified by use of DA Form 1804, as outlined in FM 10-69. Include the name and telephone number on the DA Form 1804 for a point-of-contact for a contact in case of filter separator failure. NOTE: When shipping any POL product, common carrier or postal regulations must be observed.

(6) For units/activities not possessing a Millipore Sampling Kit, the method cited in paragraph (4) above should be used as an interim measure until the kit can be obtained. The kit is a stock fund item, available in limited quantities from the depot stock.

b. Fuel from de-fueled aircraft will be collected in suitable containers by type. When the accumulated amount of fuel reaches 1,000 gallons, submit samples for testing and dispose of them as the laboratory recommends. If the fuel is collected in drums, sample each drum and submit as individual samples.

c. FM 10-20 prescribes preventive maintenance procedures to be used on permanently installed fuel storage and dispensing systems.

35. EQUIPMENT REQUIRED TO CONDUCT QUALITY SURVEILLANCE. Required supplies and equipment necessary to conduct quality surveillance tests are found at Appendix P. Requisitions for POL supplies and equipment required to conduct quality surveillance tests are to be submitted by the parent unit of bulk petroleum activities. These requisitions should be addressed to the USPFO, ATTN; CAUS-SU, with a cover letter and NSN stock number identifying the item as POL operating supply/equipment. Supply action will be initiated upon receipt by the USPFO Supply and Services Division. Items will be hand-receipted to the using fuel facility upon receipt by the parent unit.

APPENDIX A

PETROLEUM, OIL AND LUBRICANTS (POL) PUBLICATIONS

1. ARMY REGULATIONS:

- a. AR 140-51, Security of Army Property at Unit and Installation Level.
- b. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level.
- c. AR 735-5, Policies and Procedures for Property Accountability.
- d. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures).

2. FIELD MANUALS:

- a. FM 10-18, Petroleum Terminal and Pipeline Operations.
- b. FM 10-20, Organizational Maintenance - Military Petroleum Pipelines, Tanks and Related Equipment.
- c. FM 10-69, Petroleum - Handling Equipment and Operations.
- d. FM 10-70, Inspecting and Testing Petroleum Products.
- e. FM 10-68, Aircraft Refueling.

3. MISCELLANEOUS PUBLICATIONS:

- a. TM 742-200-1, Storage and Material Handling.
- b. MIL-HDBOK-200F, Quality Surveillance Handbook for Fuels, Lubricants and Related Products.
- c. MILSTD 161F, Identification Methods for Bulk Petroleum Products Systems Including Hydrocarbon Missile Fuels.
- d. DOD 4140.25M, Procedures of the Management of Petroleum Products.
- e. DFSCH 4280.1, Government Vehicle Operators Guide: Guide to Service Stations for Gasoline, Oil and Lubrication.
- f. CA ARNGR 715-1, Procurement - Federal Purchasing and Contracting Program.

1 February 1996

CA ARNGR 703-1

APPENDIX B

CA ARNG COMMANDS

HQ (-) STARC CA ARNG

40th Inf Div (M)

Det 2 STARC CA ARNG

Det 3 STARC CA ARNG

Det 4 STARC CA ARNG

175th Medical Bde

USPFO for California

State Maintenance Officer

State Aviation Officer

Camp Roberts ARNG Training Site (ISU)

CMA Supply Officer

115th Support Group

49th MP Bde

CA AVCRAD - Fresno

AFRC - Los Alamitos

APPENDIX C

**CA ARNG Bulk Fuel Facilities/Geographical
Locations of Bulk Facilities**



1 February 1996

<u>CODE</u>	<u>SVC</u> <u>AIL</u> <u>AV</u>	<u>BULK</u> <u>FACILITY</u>	<u>DODAAC</u>	<u>LOCATION</u>
01	NO FUEL	OMS 1	W62SJY	950 N. Cucamonga Ave. Ontario, CA 91764-2999
02	MG/DF	OMS 2	W63SJZ	1601 Armory Rd Barstow, CA 92311-5698
*03	DF	OMS 20A	W62SJO	612 E. Warner Ave. Santa Ana, CA 92707-2941
*04	DF	OMS 4	W62SJ1	2501 Fairmont Blvd Riverside, CA 92501-2198
05	DF	OMS 5	W62SJ2	3601 Bell Ave. Manhattan Beach, CA 90266-3459
06	MG/DF	OMS 6	W62SJ3	5300 Bandini Blvd Bell, CA 90201-6408
07	DF	OMS 5A	WA1A1H	2320 N. ParmaLee Ave Compton, CA 90222-1711
08	NO FUEL	OMS 8	W62XCH	Los Alamitos AFRC Bldg 279 Los Alamitos, CA 90720-5001
09	NO FUEL	OMS 9	W62SJ6	111 Grosvenor St. Inglewood, CA 90302-2996
10	NO FUEL	OMS 10	W62SJ7	1300 Federal Ave Los Angeles, CA 90025-3901
11	NO FUEL	OMS 11	W62SJ8	310 S. 4th St El Centro, CA 92243-3080
*12	DF	OMS 12	W62SJ9	1512 S. "P" St. Bakersfield, CA 93307-3915

1 February 1996

CA ARNGR 703-1

<u>CODE</u>	<u>SVC AIL AV</u>	<u>BULK FACILITY</u>	<u>DODAAC</u>	<u>LOCATION</u>
13	NO FUEL	OMS 13	W62SKA	3800 W. Valhalla Drive Burbank, CA 91505-1119
14	DF	OMS 17A	W62SKB	303 Palm Ave National City, CA 92050-1723
15	NO FUEL	OMS 15	W62SKC	220 E. Colorado St. Glendale, CA 91205-1631
16	NO FUEL	OMS 16	W62SKD	260 W. Huntington Drive Arcadia, CA 91006-3401
*17	DF	OMS 17	W62SKE	7401 Mesa College Drive San Diego, CA 92111-4997
*18	DF	OMS 10A	W62SKF	700 E. Canon Perdido Street Santa Barbara, CA 93103-3094
19	MG/DF	OMS 19	W62SKG	Bldg 1328/ P.O. Box 8104 Camp San Luis Obispo 93403-8104
20	NO FUEL	OMS 20	W62SKH	2200 Redondo Ave Long Beach, CA 90822-1096
22	DF	OMS 22	W62SKK	711 Hillcrest Ave Bencia, CA 94510-2399
23	NO FUEL	OMS 23	W62SKL	2000 Park Ave Red Bluff, CA 96080-2547
*24	MG/DF	OMS 24	W62SKM	8010 S. Airport Way Stockton, CA 95206-3919

<u>CODE</u>	<u>SVC</u> <u>AIL</u> <u>AV</u>	<u>BULK</u> <u>FACILITY</u>	<u>DODAAC</u>	<u>LOCATION</u>
25	NO FUEL	OMS 25	W62SKN	911 S. Chance Ave. Fresno, CA 93702-3798
26	DF	OMS 26	W62SKP	368 Airport Blvd Salinas, CA 93905-3301
27	NO FUEL	OMS 24A	W62SKQ	630 Rouse Ave Modesto, CA 95351-3799
28	NO FUEL	OMS 36A	W62SKR	400 N. Humboldt St San Mateo, CA 94401-1798
29	NO FUEL	OMS 29	W62SKS	99 Power Ave Pittsburg, CA 94565-3885
30	NO FUEL	OMS 32A	W62SKT	1013 58th Street Sacramento, CA 95819-3993
31	NO FUEL	OMS 31	W62SKU	1125 Pomona Ave Oroville, CA 95965-4798
*32	DF	OMS 32	W62SKV	3250 Meadowview Road Sacramento, CA 95832-1494
36	MG/DF	OMS 36	W62SKZ	100 Armory Drive San Francisco, CA 94132-5000
37	MG/DF	OMS 34A	W62SK0	3517 W. St Eureka, CA 95501-5657
38	NO FUEL	OMS 38	W62SK1	251 W. Hedding St San Jose, CA 95110-1785
39	DF	OMS 35A	W62SK2	624 Carlson Blvd Richmond, CA 94804-4197

1 February 1996

CA ARNGR 703-1

CODE	SVC AIL AV	BULK FACILITY	DODAAC	LOCATION
40	NO FUEL	OMS 25A	W81A2K	5575 E. Shields Ave. Fresno CA 93727-7789
79	MG/DF/JP8	Camp Roberts	W62M5K	Installation Support Unit Camp Roberts, CA 93451-0397
80	MG/DF	Camp Roberts	W81LFT	East Garrison MATES Camp Roberts, CA 93451-0397
83	JP8/AVGAS	Los Alamitos	W62XCH	Bldg 43, AFRC Los Alamitos, CA 90720-5002
84	MG/DF	CSMS	W81LFR	3500 Stearns St. Long Beach, CA 90822-1093
85	JP8	Stockton AASF	W62M5M	2000 Stimson Rd. Stockton, CA 95206-3999
86	MG/JP8	Sacramento	W62M5L	Mather AFB Bldg 4851 Sacramento, CA 95655-5000
87	NO FUEL	Los Alamitos	W62M5N	Bldg 9, AFRC Los Alamitos, CA 90720-5002
89	JP8	AVCRAD	W62M5P	5140 E. Dakota Ave Fresno, CA 93727-7404
102	NO FUEL	Mt Shasta	W62TFH	618 Everett Memorial Hyway Mt. Shasta, CA
103	NO FUEL	Redding	W62TFJ	3025 South St. Redding, CA 96001-2317

NOTE: OMS's are routinely operational Monday through Friday.
*Expected tank removal: December 1995 - February 1996.

1 February 1996

CA ARNGR 703-1

APPENDIX D

CA ARNG FUEL ISSUE SLIP (CAL ARNG FORM 703-1)

REQUESTER	LOCATION	DODAAC	FOR OTHER THAN CAL ARNG	ENTER PRODUCT CODE
CA ARNG FUEL ISSUE SLIP			USAR.....	IDT _____ AT _____ <input type="checkbox"/>
	SERVICING FACILITY	BULK STATION #	U S ARMY.....	
			NG (OTHER STATE) _____	A - Gas (Vehicle) B - Gas (Other) C - Diesel (Vehicle) D - Aviation Gas E - JP4
			OTHER.....	GALLONS: <input type="text"/>
			Check one of the above	
DATE:		USA NO:		
Printed Name, Rank of Individual				
CAL ARNG Form 703-1, Rev 1 Apr 91. Previous Editions Use Until Exhausted.				

COPY 1 (USE IT)

APPENDIX E**TRANSMITTAL OF FUEL SLIPS
(CAL ARNGR FORM 703-3)****TRANSMITTAL OF FUEL SLIPS**

1. Unit DODAAC _____
2. CAL ARNG Form 703-1 (Fuel Tickets):
Type of Fuel:
Gallons MOGAS: _____
Gallons DIESEL: _____
Misc POL: (Jet A, JP4, JP5) _____
Misc Services: (Oil, Car Wash, Labor, etc.) _____
3. Credit Card Slips:
Type of Fuel:
Gallons MOGAS: _____
Gallons DIESEL: _____
Misc POL: (Jet A, JP4, JP5) _____
Misc Services: (Oil, Car Wash, Labor, etc.) _____
4. Fuel consumed from other services:
 - a. MIPR number fuel to be charged against: _____
 - b. Type of Fuel used:
Gallons MOGAS: _____
Gallons DIESEL: _____
Misc POL: (Jet A, JP4, JP5) _____
 - c. Total cost of POL used on MIPR: _____
5. Enclosed is supporting documentation.

CA ARNGR 703-1

DAILY ISSUE OF PETROLEUM PRODUCTS (DA FORM 3643)

[illegible]

GPO : 1984 O - 152-272

" SAMPLE "
F-1

1 February 1996

CA ARNGR 703-1

APPENDIX G

MONTHLY ABSTRACT OF ISSUES OF PETROLEUM PRODUCTS AND OPERATING SUPPLIES (DA FORM 3644)

MONTHLY ABSTRACT OF ISSUES OF PETROLEUM PRODUCTS AND OPERATING SUPPLIES <small>For use of this form, see AR 703-1. The dependent agency is OCSLOG.</small>				POST, CAMP OR STATION				MONTH				VOUCHER NO.			
<small>INSERT TYPE, GRADE AND UNIT OF ISSUE FOR EACH PRODUCT ISSUED (E.G., 50 GALLONS OF DIESEL OIL, 100 GALLONS OF KEROSENE, ETC.)</small>															
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TOTAL															
TOTAL															
SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER				GRADE				POSTED TO STOCK RECORD ACCOUNT BY				DATE			
<small>In convert oil, kerosene, or gasoline, divide total gallons by 4. To convert gasoline to gallons, divide total gallons by 7.6.</small>															

DA FORM 3644
OCT 70

REPLACES DA FORM 117, 1 JUN 68, WHICH WILL BE USED.

•U.S.G.P.O. 1985-400-000000

1 February 1996

CA ARNGR 703-1

APPENDIX H

MONTHLY BULK PETROLEUM ACCOUNTING SUMMARY
(DA FORM 4702-R)

MONTHLY BULK PETROLEUM ACCOUNTING SUMMARY		PROPERTY ACCOUNT NUMBER		PERIOD OF REPORT	
STATION		FROM		TO	
PRODUCTS	STOCK NUMBER	9130-00-15-7103	9140-00-286-5234	9130-00-256-4611	9130-00-173-1127
	DESCRIPTION	GASOLINE	DIESEL	JP-4	AVGAS 100/130
OPENING INVENTORY					
RECEIPTS					
ISSUES					
CLOSING BOOK BALANCE					
PHYSICAL CLOSING INVENTORY					
MONTHLY GAIN/LOSS					
MAXIMUM ALLOWABLE GAIN/LOSS					
	GASOLINE				
	JP-4				
	OTHER FUELS				
REMARKS	Insure reverse side is annotated if applicable.				
To be completed by Commander or FBO if any discrepancies are found.					
NAME AND GRADE OF ACCOUNTABLE OFFICER		SIGNATURE		DATE	
NAME AND GRADE OF APPROVING OFFICER		SIGNATURE		DATE	

DA FORM 4702-R, APR 85

EDITION OF 1 JUN 78 IS OBSOLETE

FUEL ISSUED TO OTHER THAN CA ARNG

	FUEL ISSUED TO OTHER THAN CAL ARNG In Gallons			
	<u>GASOLINE</u>	<u>DIESEL</u>	<u>AVN GAS</u>	<u>JP4</u>
AIR FORCE	_____	_____	_____	_____
ARMY	_____	_____	_____	_____
USAR	_____	_____	_____	_____
NAVY	_____	_____	_____	_____
MARINES	_____	_____	_____	_____
TRANSIENT NG	_____	_____	_____	_____
OTHER	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____

1 February 1996

CA ARNGR 703-1

APPENDIX I

**DEPARTMENT OF THE ARMY REPORT OF SURVEY
DA FORM 4697 (SIDE 1)**

DEPARTMENT OF THE ARMY REPORT OF SURVEY <small>For use of this form, see AR 735-11; the predecessor survey is OCSLOG</small>		1. DATE PREPARED		2. SURVEY NUMBER	
3. TYPE OF PROPERTY		4. ADDRESS OF ACCOUNTABLE OFFICER			
5. ORIGINATOR (Accountable officer, or primary and receipt holder)					
6. NATIONAL STOCK NUMBER	7. ITEM DESCRIPTION	8. QTY	9. UNIT PRICE	10. TOTAL COST	
11. DATE AND CIRCUMSTANCES					
12. AFFIDAVIT <small>I do solemnly swear (or affirm) that (to the best of my knowledge and belief) the articles of surplus property shown above are/or an estimated amount were lost, destroyed, damaged, or were due in the manner stated, while in the surplus service.</small>		SIGNATURE AND DATE TYPED NAME, GRADE, AND SSN		13. Subscribed and sworn to (or affirmed) before me on <small>DATE</small> <small>199</small> <small>91</small> NAME AND GRADE (Type and sign)	
14. DATE	15. NAME, GRADE, AND SIGNATURE OF ACCOUNTABLE OFFICER			16. DOCUMENT NUMBER	
17. APPOINTING AUTHORITY <small>I have reviewed the evidence pertaining to the loss, damaged, or destroyed property, and have determined that the following action is required:</small> a. <input type="checkbox"/> No further investigation is required. There is no positive evidence of negligence. I do not suspect willful misconduct, or deliberate unauthorized use. I hereby forward this document to the approving authority for final action. (Proceed to block 27.) b. <input type="checkbox"/> The circumstances surrounding the loss, damaged or destruction warrants further investigation. (Proceed to block 21.) c. <input type="checkbox"/> Conduct an investigation according to AR 15-6. Attach this document, as an exhibit, to the investigation and forward it to the approving authority.					
18. DATE	19. TYPED NAME, GRADE, AND TITLE OF APPOINTING AUTHORITY (20. SIGNATURE)				

DA FORM 4697
SEP 81

DA FORM 4697 (TEST), 1 JUL 78 and DA FORM 4697 (TEST),
1 JUL 78 ARE OBSOLETE.

"SAMPLE"
I-1

**DEPARTMENT OF THE ARMY REPORT OF SURVEY
DA FORM 4697 (SIDE 2)**

21. APPOINTING AUTHORITY		22. STATION		23. DATE	
24. NAME, GRADE OF SURVEYING OFFICER					
25. YOU ARE APPOINTED SURVEYING OFFICER BY ORDER OF _____ <small>(SEE NAME, GRADE OF APPOINTING AUTHORITY)</small>					
26. FINDINGS AND RECOMMENDATION <small>(I have examined all available evidence as shown in exhibits _____, _____, and as indicated below have personally investigated the same and it is my belief that the estimate) listed herein and/or attached to sheets, total cost \$ _____</small>					
27. RECOMMEND PECUNIARY CHARGE		a. ACTUAL LOSS		b. AMOUNT CHARGED	
c. LOSS TO GOVERNMENT					
28. DATE		29a. TYPED NAME, GRADE OF SURVEYING OFFICER		29. SIGNATURE	
30. I have examined the findings and recommendations of the Surveying Officer on the report of survey and the exhibits _____ to _____ and I agree to make a statement which is attached hereto: <input type="checkbox"/> I do not desire to make a statement. I am aware of my right to legal advice in preparing the statement and if a pecuniary charge is finally assessed, to make appeal and if I am listed herein my right to request remission of indebtedness. I am not the accountable officer for the loss or damaged property. The property involved was not my personal arms or equipment.					
31. DATE		32a. TYPED NAME, GRADE OF INDIVIDUAL BEING CHARGED (b. SIGNATURE)			
33. RECOMMENDATION BY THE APPOINTING AUTHORITY <input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR		34. COMMENTS			
35. DATE		36a. TYPED NAME, GRADE & TITLE OF APPOINTING AUTH		36. SIGNATURE	
37. APPROVING AUTHORITY a. <input type="checkbox"/> REJECTED. Investigation is required. Appoint a survey officer. Date _____ Initials _____ b. <input type="checkbox"/> REJECTED. Investigation incomplete. Additional information required. Date _____ Initials _____ c. <input type="checkbox"/> APPROVED BY AUTHORITY OF THE SECRETARY OF THE ARMY.					
38. PECUNIARY CHARGE					
a. ACTUAL LOSS					
b. AMOUNT CHARGED					
c. LOSS TO GOVERNMENT					
39. DATE		40a. TYPED NAME, GRADE & TITLE OF APPROVING AUTH		40. SIGNATURE	

U.S. GOVERNMENT PRINTING OFFICE: 1982 - 301-666/2374

APPENDIX J**DAILY STATUS REPORT - INFORMAL MEMORANDUM**
 REPLY TO
ATTENTION OF

 DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
CITY, STATE, AND ZIP CODE


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OFFICE SYMBOL (MARKS NUMBER) S: SUSPENSE DATE
DATE

MEMORANDUM FOR Commandant, U.S. Army Command and General
Staff College, Fort Leavenworth, KS
66027-6900

SUBJECT: Using and Preparing a Memorandum

1. Paragraph 2-2 defines the use of a memorandum.

2. Single-space the text of the memorandum; double spacing between paragraphs.

3. When a memorandum has more than one paragraph, number the paragraphs consecutively. When paragraphs are subdivided, designate first subdivisions by the letters of the alphabet and indent them as shown below.

a. When a paragraph is subdivided, there must be at least two subparagraphs.

b. If there is a subparagraph "a," there must be a "b."

(1) Designate second subdivisions by numbers in parentheses, for example, (1), (2), and (3).

(2) Do not subdivide beyond the third subdivision.

(a) However, do not indent any further than for the second subdivision.

(b) This is an example of the proper indentation procedure for a third subdivision.

AUTHORITY LINE:

Encl Listing SIGNATURE BLOCK
XXXXXXX, XX
XXXXXXX, XXXXXXXXXXXXX

CF:
XXXXXXXXXXXXXXXXXXXX

Figure 2-1. Using and Preparing a Memorandum

NOTE: Refer to Army Regulation 25-50, "Preparing and Managing Correspondence" for preparation of "Informal Memorandum".

CA ARNGR 703-1

COMMERCIAL DELIVERIES OF BULK PETROLEUM PRODUCTS CHECKLIST (DA FORM 3857)

* For view of this form, call A-1 703-91 this government agency is OMBL-000

PA. 9006 3857

"SAMPLE"
K-1

APPENDIX L

AUTHORIZED/UNAUTHORIZED SERVICES/PARTICIPATING FIRMS IN CALIFORNIA

1. Authorized Services:

a. **GASOLINE:** Regular Unleaded, Premium Unleaded, Special Unleaded (Midgrade), Methanol, Ethanol, Compressed (CNG) Natural Gas, Regular Leaded, Premium Leaded Gasohol, Aviation Grade, Unleaded for Boats, Aviation Turbine Fuel.

b. **DIESEL** and Diesel Marine Fuel Oil.

c. **Lubricating Services** (Including Differential and Transmission Lubricants).

d. **Ethylene Glycol Antifreeze.**

e. **Liquid Propane Gas (LPG).**

f. **Oil Filter Elements and Servicing.**

g. **Air Filter Service.**

h. **Battery Charging.**

i. **Tire and Tube Repairs.**

j. **Washing and Cleaning.**

k. **Mounting and Dismounting Snow Tires and/or Chains.**

l. **Emergency Replacement of Spark Plugs, Fan and Generator Belts, Windshield Wiper Arms and Blades.**

m. **Other Minor Emergency Repairs, Purchases and Services.**

2. Unauthorized Services:

a. **Motor Vehicles:** Any service or product other than those listed as authorized.

b. **Aircraft:** Storage or parking spaces, tires, batteries or major repairs: SF 149 should not be used to purchase aviation fuel/oil at specific commercial airports where DFSC has established into-plane contracts.

c. **Boats:** Any service or product other than gasoline, diesel oil, and lubricating oil.

3. Participating Firms In California:

*Air BP	*Texaco Refining & Mktg. Inc.
Amaco Oil Co.	Traux Harris Energy Co.
*Avfuel Corp.	Unocal Corp. (Union)
BP Oil Co.	Whirlwind Auto Wash
Bud's Auto Service	Woolsey Corp.
Burns Bros., Inc.	Y.E.S. Industries
*Chevron U.S.A.	
Citgo Petroleum Corp.	
Conoco Inc.	
Diamond Shamrock	
Dollard's Sierra Market	
Eric's Cable Car Wash	
*Exxon Co., USA.	
Frontier Fuel & Propane	
Grenley Stewart Resources Inc.	
*Houston Aviation	
*Iasco Flight Center	
K & D Mills Inc.	
Kents Meats & Grocery	
Kerr-McGee Refin. Co.	
Mobil Oil Corp.	
One Stop	
Papa John's Hand Car Wash	
*Phillips 66	
Quaker State Minit-Lube	
San Paso Truck & Auto, Inc.	
Sheffield Truck Stop	
*Shell Oil Co.	
Sinclair Oil Corp.	
Stage Stop Store	
Sunco	
Sunrise Market	
Sunshine Summit - True Value Hardware and Home Center	

*Aviation Fuel

NOTES: Independent and other national brands are not authorized for use. Use of other than the authorized participating firms will result in the individual being held personally liable for services/products recovered. Participating Firms obtained from DFSC 4280.1, Government Vehicle Operators Guide, dated January 1994.

Self Service Pumps: For those service stations which are on contract and have self-service pumps, it is recommended that if the prices at these self-service pumps are lower than the prices at the full-service pumps of other stations in the area which are also on contract, the self-service pumps should be used.

1 February 1996

CA ARNGR 703-1

APPENDIX M

STATE ACTIVE DUTY (SAD) ISSUE SLIP

MEMORANDUM OF TRANSMITTAL

(Office Symbol of Originator)

(Date)

MEMORANDUM THRU Office of the Adjutant General, ATTN: CAOT-PO,
P.O. Box 269101, Sacramento, CA 95826-9101

FOR USPFO for California, ATTN: CAUS-SC-P, P.O. Box 8104,
San Luis Obispo, CA 93403-8104

SUBJECT: Fuel Consumed During a State Mission

1. Enclosed documents are for fuel consumed in support of a directed State mission.

Mission Control Number: _____

Location: _____

Date: _____

Type of Mission: _____

Type of Aircraft: _____

Number of Flying Hours: _____

2. Total Fuel consumed: (USPFO USE ONLY)

JP8:	_____ Gallons	\$ _____
Gas:	_____ Gallons	\$ _____
Diesel:	_____ Gallons	\$ _____
Oil/Lube:	_____	\$ _____
	_____	\$ _____

Encl

Signature
Signature Block

1 February 1996

CA ARNGR 703-1

APPENDIX N

**AV FUELS INTO-PLANE CONTRACT SALES SLIP
(DD FORM 1898)**

STATION NO.		ENTER "X" IN UNUSED COLUMNS PRECEDING QUANTITY	
		AVAIL	GALLONS
		40/87 RB71	WIL L 20851 (LA2)
		100/130 1301	WIL L 2808 (LA2)
		115/145 (145)	WIL L 6081 (LA6)
		JP 4 (JP4)	
		JP 5 (JP5)	REFUELING UNIT NO.
		JP 8 (JP8)	REFUELER'S SIGNATURE
		COMJET (JA1)	I certify that the product listed herein was received in good condi- tion and in quantity stated
			FULLY RESPONSIBLE
			PRINT NAME
			GRADE
			ORGANIZATION
		REFUEL	
		RESERVICE	

A 351301 B		DATE

DD FORM 1898 1 FEB 80		AV FUELS INTO-PLANE CONTRACT SALES SLIP	1
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1 February 1996

CA ARNGR 703-1

APPENDIX O

PURCHASE ORDER-INVOICE-VOUCHER (SF 44a)

U.S. GOVERNMENT PURCHASE ORDER—INVOICE—VOUCHER

DATE OF ORDER _____

PRINT NAME AND ADDRESS OF BUYER (REQUIRED) ORDER DATE AND ORDER NO.

PRINTED SUPPLIES OR SERVICES TO BE ORDERED AND APPROVED BY _____

"SAMPLE"

0-1

APPENDIX P**QUALITY SURVEILLANCE - REQUIRED SUPPLIES/EQUIPMENT**

The National Stock Numbers (NSNs) and descriptions of POL testing and sampling equipment for conducting quality surveillance testing are provided below. (References FM 10-69, Chapter 11; FM 10-70, Chapter 6).

a. Water Detection Test - Required equipment:**(1) MOGAS/Diesel**NSNNOMENCLATURE

6850-00-001-4194
(CTA 50-970)
3-OZ Tube

Water, Indicating
Paste

(2) AVGAS/JP8NSNNOMENCLATURE

640-00-244-9478
TDA/MTOE documentation
LIN G04106

Detector Kit, Water
Automotive-Aven Fuel,
contamination

6640-00-235-3820
(CTA 50-970)

Pads, Water Detector

b. Filter effectiveness - Required equipment (all types of products):NSNNOMENCLATURE

6665-00-496-9623
(CTA 50-970)

Millipore Fluid
Sampling Kit

6630-00-764-5761
(CTA 50-970)

Matched Weight Monitors

4730-00-978-8760
(CTA 50-970)

Quick-Disconnect
Coupler

c. Fuel Sampling/Water Removal:NSNNOMENCLATURE

4910-01-119-4030
(CTA 50-970)

Pump vacuum, oil
sampling - all types
fuel

d. API Gravity Test: Equipment required

(1) Diesel:

NSNNOMENCLATURE

6630-00-265-7611

Hydrometer, Graduated
Scale, API 19-31, 190
mm, LG 14mm Dia
w/the thermometer.

6630-00-265-7758

Hydrometer, Graduated
Scale, API 29-41,
190mm, LG, 14mm Dia
w/thermometer.

(2) Diesel/MOGAS/JP8:

NSNNOMENCLATURE

6630-00-265-7759

Hydrometer, Graduated
Scale, API 39-51,
190mm, LG, 14mm Dia
w/thermometer.

(3) JP8-MOGAS:

NSNNOMENCLATURE

6630-00-265-7764

Hydrometer, Graduated
Scale, API 39-51,
190mm, LG, 14mm Dia
w/thermometer.

(4) AVGAS:

NSNNOMENCLATURE

6630-00-265-7765

Hydrometer, Graduated
Scale, API 59-71,
190mm, LG, 14mm Dia
w/thermometer.

(5) Cylinder (all types fuel):

NSNNOMENCLATURE

6640-00-290-6543

Cylinder, ungraduated,
300mm high; 28.6mm
outside diameter clear
glass -hydrometer sets

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NOMENCLATURE

Cylinder (all types fuel) (Cont):

in cylinder - drop in
tank - gas fills
cylinder read
hydrometer reading
thru fluid.

(6) Thermometer (all types fuel):

NSN

NOMENCLATURE

6685-00-239-4937

Thermometer range 1/180
degrees Fahrenheit

(7) Weighted Samplers:

NSN

NOMENCLATURE

6695-00-946-3602

Bottle, Weighted,
Sampler (Bacon Bomb)

6695-00-946-9624

Thief, Oil Sampler,
Plastic, 40 inch (Drum
Thief)

(8) Approved Sample Containers:

NSN

NOMENCLATURE

8110-00-879-7182

Can, Sample, 1 Gal
(Metal)

8110-00-128-6819

Can, Sample, 1 Gal
(Metal)

8110-00-178-8281

Can, Sample, 1 Qt
(Metal)

8115-00-719-4111

Sampling Kit, Reusable
holds four 32-oz bottles

8125-00-378-9994

Sample bottles - 32-oz;
fits in 8115-00-719-4111

APPENDIX Q

INSTALLATION CHECKLIST

1. COMMAND CONTROL.

a. Does installation have a standing operating procedure for Petroleum handling and operations? A detailed procedure is necessary to achieve maximum efficiency, economy, and safety in storing and handling petroleum products. (Reference: Paragraph 1-5, AR 710-2 and chapter 7.0.12.2, TM 743-200.)

b. Do installation and operating personnel have the required minimum directives for their operations. Such as, AR 703-1, AR 710-2, FM 10-18, FM 10-20, FM 10-68, FM 10-69, FM 10-70, Contract Bulletin, TM 5-678, MILSTD 161E and MILHDBK 200.

c. Has installation submitted bulk POL requirements to USAGMPA. (Reference: Chapter 3, Section II, AR 703-1.)

d. Does installation plan any new construction of petroleum facilities? If so, obtain justification, description, estimated time of completion and itemize all fixed storage and dispensing systems currently in use or that have been deactivated. (Reference: Paragraph 6-11, AR 703-1.)

e. Are only authorized and properly trained personnel allowed to refuel or defuel aircraft and operate refueling vehicles. (Reference: FM 10-69.)

f. Are periodic inspections of facilities and operations, and followup on deficiencies being reported, performed by installation personnel?

2. RECEIVING PETROLEUM PRODUCTS.

a. Are shipping documents or delivery tickets checked for the following:

- (1) Shipper
- (2) Shipping point
- (3) Consignee
- (4) Contract or Order Number
- (5) Item Number
- (6) Product Identification

b. Are all containers inspected upon receipt for damage or

leaks, improper or illegible markings? (Reference: FM 10-69, FM 10-70 and MIL STD 290.)

3. BULK DISPENSING FACILITIES.

a. Are the areas within dikes, on the dikes, and outside the dikes cleared of all dead vegetation? Is the area mowed at intervals to eliminate possible fire hazards? (Reference: Paragraph 13e(2), TM 5-678.)

b. Are adequate fire plans, equipment and material available and operational? (Reference: Paragraph 3.4 and 38, TM 5-678, FM 10-18, FM 19-69.)

c. Are facilities and equipment properly identified and marked? (Reference: FM 10-18, FM 10-69 and MIL STD 161E.)

d. Are all loading and unloading points equipped with bonding and grounding equipment and tested periodically? Reference: maintained on all petroleum dispensing equipment? (Reference: Paragraph 1, TM 5-678, Paragraph 4, FM 10-20, and Paragraph 7-1, MIL STD 457.)

e. Are valve and equipment pits equipped with water-tight covers and kept free of water and debris? (Reference: Paragraph 34, TM 5-678.)

f. Are the following checks being made?

- (1) API gravity
- (2) Temperature of product
- (3) Presence of water in carrier
- (4) Number of each seal recorded on shipping/receiving document prior to discharge of product. (Reference: MIL-HDBK-200, FM 10-69.)
- (5) Gross gallon
- (6) Loading temperature
- (7) API gravity
- (8) Net gallons
- (9) Seals applied (inlet/outlet)
- (10) Signature of supplier's representative (Reference: Chapter 7, AR 703-1.)

g. Are bulk deliveries of all residual fuels (heating fuels) being corrected at a standard temperature of 60 F? Are deliveries of other products equal to or in excess of 3,500 gallons being corrected to 60 F? (Reference: Paragraph 7-8, AR 703-1.)

h. Is the measured quantity in gallons of product determined prior to discharge (by gauge stick or meter)? (Reference: FM 10-69.)

i. Are receiving tanks gauged for water and product prior to and after delivery? (Reference: FM 10-69.)

j. Are all pipes capped? Is hose stored, protected and ends capped when not in use? (Reference: Paragraph 24b, DA PAM 703-1, TM5-673, FM 10-69.)

k. Are bulk deliveries of aviation fuel sampled and tested by observing sample in glass container for color, clarity, brightness, visible water and sediment., (Reference: FM 10-69.)

l. Are all documents checked to verify quantity accepted or released. (Reference: FM 10-69.)

m. Have inactive storage tanks been cleaned preserved, marked to indicate date of inactivation, last product contained, method of inactivation, and all mechanical equipment and fittings removed, cleaned and preserved? (Reference: Paragraph 54(3)(a), FM 10-20, and Paragraph 23f, AR-210-17.)

4. FUELING AND DEFUELING.

a. Are tank vehicles that are used to service aircraft and transport flammable liquids marked in accordance with TM 10-113, MIL-HDBK-2-LB.

b. Are all ground rods marked, identified and maintained in accordance with FM 10-69?

c. Does the installation have a Rapid or FARE refueling system or helicopters; if so, is it laid out, equipped, maintenance and operated in accordance with FM 10-69?

d. Are all transfer and cargo hose hydrostatically tested at quarterly intervals at 1 and one half times the working pressure and for ground continuity when required by TM 5-678? Are appropriate records of test maintained? (Reference: Paragraph 24b, TM 5-678.)

e. Is dispensing hose tested to 1 and one half times the working pressure every month for the first 6 months on new hose, and weekly thereafter? Is hose tested weekly for electrical continuity and appropriate records being maintained? (Reference: Paragraph 36b

and 71b, TM 10-1113.)

5. PACKAGED STORAGE AREA.

a. Are containers inspected for leakage and positively identified prior to being placed in storage? (Reference: Paragraph 4.7.11, FM 10-69; TM 743-200; and MIL STD 290.)

b. Are containers smaller than 55 gallons indoors? When stored outdoors, are they protected from water and heat of sun by tarpaulins or sheds? (Reference: FM 10-69 and Paragraph 5.7.6.2.1, TM 743-200.)

c. Are filled 55 gallon drums stacked horizontally in double rows, with closures (bungs and vents) facing the aisles at 3 and 9 o'clock position, on 2" x 6" lumber or other comparable dunnage, and braced at ends of each row? (Reference: FM 10-69 and Paragraph 5.7.4, TM 743-200.)

d. Is packaged petroleum stored in sections by product, date of pack and batch number so that the oldest product can be issued first? (Reference: Paragraph 5.7.9, FM 10-69; TM 743-200, and MIL HDBK 200.)

e. Are safety precautions being observed? Are no smoking signs posted in designated areas. Have fire plans been devised and posted? Are fire extinguishers readily available in the event of an emergency? Is electrical equipment provided which is vapor and explosion proof? Has all dead vegetation been cleared from the storage area, including a strip 50 feet wide around the perimeter of the storage area? (Reference: FM 10-18, FM 10-69, and Paragraph 5.7.11.7, TM 743-200.)

f. Are inspections conducted for evidence of leaks, abnormal swelling or corrosion of containers, legible markings, minimum frequency for submission of samples and results of sample tests of each lot or batch of products recorded? (Reference: FM 10-69, Paragraph 6-9, DA Pam 710-2, and Chapter 8, MIL HDBK 200D.)

6. ACCOUNTABILITY.

a. Is the following equipment and materiel available?

- (1) Capacity table for each tank
- (2) Tape and bob or petroleum gauge sticks
- (3) Cup-case thermometer
- (4) Water indicating paste?

(Reference: FM 10-18, FM 10-69.)

b. Are all residual fuels and other products equal to or in excess of 3,500 gallons corrected to 60 F when received or inventoried? (Reference: DA Pam 710-2.)

c. Are appropriate daily records beign maintained to aid in accounting for products stored and issued? As follows: Locally prepared forms, DD Form 1155, DD Form 250, DA Form 2765, DD Form 1348-1, DA Form 3643, DA Form 3644, etc. (Reference: FM 10-18.)

d. Are pump totalizer meter readings recorded, computed and compared against daily gallons dispensed? (Reference: FM 10-69.)

e. Are meters calibrated every 6 months, whenever a certain amount of product has been dispensed, improper performance is suspected, or when unusual sounds or register actions develop? (Reference: Paragraph 21, TM 5-678 and Paragraph 32, FM 10-20.)

f. Are accumulative daily reflected on DA Form 3643, posted daily to DA Form 3644 and to property account records? (Reference: DA Pam 710-2.)

g. Are bulk receipts assigned voucher or document number and post as a receipt to the applicable property account records? (Reference: DA Pam 710-2.)

h. Is a physical inventory of each type/grade of bulk petroleum being taken at the end of each calendar month by responsible or accountable property officers? (Reference: Paragraph 2-16b(4), AR 710-2, and Paragraph 7-7, DA Pam 710-2.)

i. Are storage tanks gauged for content, bottom sediment and water is quantity of water determined and deducted from total measured quantity and recorded on DA F 38-53-1? (Reference: FM 10-18, FM 10-689.)

j. Is information taken from property book or stock records and obtained as a result of tank gauging used in preparing monthly bulk petroleum accounting summary? (Reference: Paragraph 7-7b, DA Pam 710-2.)

k. Are accountable property records adjusted by DA Form 444? Are losses or gains within the allowable limit? (Reference: Chapter 7, DA Pam 710-2.)

7. QUALITY SURVELLIANCE.

a. Does the installation have and maintain an adequate quality surveillance program? Are suitable trained and fully competent person assigned to perform this duty? (Reference: Paragraph

1.2.2.1, MIL HDB 200D and Section II, Chapter 6, DA Pam 710-2.)

b. Are bulk and packaged petroleum products inspected and tested the frequencies established by MIL HDBK 200D and Paragraph 6-20, DA Pam 710-2? (Reference: Paragraph 123c., UM 10-1101 and Paragraph 6-9, AR 70-1.)

c. Is aviation fuel dispensing equipment equipped with:

- (1) Filter/separators qualified under MIL F 8901 (the capacity of the unit must suit the capacity of the pump)?
- (2) Pressure gauge or pressure differential indicator?
- (3) Water drain valve (automatic/manual)?
- (4) Sight glass?
- (5) Air eliminator valve?
- (6) A data plate giving manufacturer's part number capacity working and test pressure? (Reference: Paragraph 308f, TM 5-848-2, and Paragraph 7-13, FM 10-68.)

d. Are storage tank fill lines, dispensing lines (fixed or mobile) dispensing nozzles (fixed or mobile) equipped with a 100 mesh or fiber corrosion resistant screen? (Reference: Paragraph 20, TM 5-678, FM 1-18, FM 10-68, and FM 10-69.)

e. Are the following inspections and checks being performed daily:

- (1) At the first operational use of the day on fixed or mobile equipment?
- (2) Check and remove water in storage tanks, tank cars, tank vehicles and filter/separators inspect?
- (3) Inspect, clean line strainers and nozzle screens?
- (4) Recirculate fuel left overnight in fueling hose?
- (5) Record pressure differential across filter separator?
- (6) Check piping, pumps, filter/separators, hoses, valves and nozzles for leaks?
- (7) Check grounding cables, reel and nozzle bonding wire?
- (8) Check to see that extinguishers, gauge stick, dust plugs and dust caps are in place?

f. Are visual checks made by storage personnel when unloading tank cars or transporters from supplier; by operators when loading refuelers by crew members or refuelers when refueling aircraft; and by pilots before the first flight of the day? (Reference: FM 10-18, FM 10-68, FM 10-69.)

g. Is the Aqua Glo Kit (NSN 6630-00-706-2302) available and used to detect free water in bulk storage, transporters and refuelers prior to the first operation use of the day? (Reference: FM 10-69.)

h. Is the date of the last filter/separator change stencilled on the housing of fixed systems and refuelers? Has a schedule and log book be established for recording and submission of samples as outlined in FM 1-70 and FM 10-69.

i. Does the installation have adequate sampling, containers, tags and a kit to obtain a sample of fuel in the event an aircraft crashes? (Reference: Paragraph 2-12, FM 10-70.)

8. SAFETY PRECAUTIONS.

a. Is smoking permitted in well-defined areas only and "No Smoking" signs posted within 50 feet at all handling, storage, and display areas. (Reference: Paragraph 68h, TM 10-1113, FM 10-69.)

b. Does the installation maintain a high standard of housekeeping?

(1) Are rubbish and similar combustibles collected inclosed metal containers and disposed of daily?

(2) Are drip pans and catch basins used where spills occur?

(3) Are spills or leaks cleaned up immediately?

(4) Are containers tightly closed, whether empty or full?

(5) Are work areas, pump and filter/separators houses, valve and equipment pits cleaned and free of trash and debris? (Reference: Paragraph 34, TM 5-678 and FM 10-18, FM 10-69.)

c. Are sources of ignition controlled and maintained as outlined in paragraph 38, TM 5-678, FM 10-69 and Chapter 4, TM 10-1113.

d. Are containers used to collect and store used petroleum products stored separately, and properly marked to identify contents: (Reference: FM 10-69.)

e. In the parking of tank vehicles, are safety considerations given to: Dispersion, security, safe escape paths to permit rapid removal of vehicle in an emergency, and all local SOP's observed.

APPENDIX R

PROCEDURES FOR ARMY AVIATORS (SF 44)

1. Use of SF 44, Purchase Order/Invoice Voucher. Used only when Government facilities, Into-Plane Contract Fuel and US Government National Credit Card cannot be used. It is incumbent upon the aviator to establish the method to be used after identification of the fuel vendor and his affiliation with the oil companies. For example: If a vendor dispenses Texaco Products, the SF 44 may be used if the vendor is not an authorized credit card vendor.

2. Conditions for Use. The SF 44 is authorized for use under the following conditions:

a. Authorized flights by Army Aircraft during which mechanical or metrological conditions prevent obtaining the required supplies and services from Government facilities or by Government national credit card.

b. Conditions under which continuation of flight or mission would constitute a hazard to safety or endanger public property.

c. Conditions under which the procurement of supplies and services from Government facilities would interfere with approved flight plans.

d. The transaction will not be in excess of \$2,500.00. The purchase will not under any circumstances exceed the \$2,500.00 limitation and will not be split to avoid the dollar limitation. Purchases in excess of \$2,500.00 are not authorized under any circumstances. The fact that a purchase exceeds the limitation by the smallest amount makes the entire transaction unauthorized. The individual causing the unauthorized transaction may incur a financial liability as the result of the action or inaction.

e. In view of the negotiable character of the SF 44, Activity Operations Officers will establish controls to preclude the loss or possible misuse of the SF 44. Suggested storage includes a locked key or combination safe with limited access.

f. The Activity Publications Officer will requisition an initial supply of SF 44's in accordance with CA ARNGR 25-30.

g. Prudent and reasonable use of the SF 44 will assure POL fund availability since the excessive use of this purchase instrument at higher fuel prices will decrease POL Funds.

3. Responsibilities of Activity Operations Officers. The Activity Operations Officer will:

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- a. Conduct an initial briefing and subsequent briefings, as necessary, or as required by the Purchasing Officer for all Army aviators on the procedures for using the SF 44.
- b. Ensure that a sufficient number of SF 44's are furnished each Army aviator preparing for other than a routine local flight.
- c. Ensure that adequate instructions for using the SF 44 accompany each authorized flight (other than routine local flights). Instructions will include proper fund citation information.
- d. Place a copy of the appendix in each aircraft.

4. Responsibilities of Aviators:

- a. Army aviators will not make cash purchases of supplies or services from personal funds.
- b. When procuring supplies and services by use of SF 44, Army aviators will:
 - (1) Ensure that quantities of fuel and oil purchased are entered in the appropriate blocks of the DA Form 2408-13 (Aircraft Inspection and Maintenance Record) in accordance with the instruction contained in TM 38-750.
 - (2) When procuring aviation fuel, oil, parts, supplies, equipment and/or necessary services by use of the Standard Form 44, Army aviators will ensure that the SF 44 is prepared in original and three (3) typewritten or handwritten copies. All copies of the SF 44 must be neat and legible. Entries will be printed with indelible pencil, ballpoint pen, or typed.
 - (3) Distribution of Standard Form 44:
 - (a) Copies one and two will be given to the vendor (seller). Copy one is for the vendor's use as an invoice or as an attachment to his commercial invoice (if the latter is used, copy one should be attached unsigned). Copy two is the vendor's record of the transaction.
 - (b) Copy three is the receiving report and is completed by the Activity Operations Officer and must be forwarded within two (2) working days to the USPFO for California, ATTN: CAUS-CA, P.O. Box 8104, San Luis Obispo, CA 93403-8104. If the vendor is willing the Activity Operations Officer can take copy one, properly completed, and include it with copy three. Payment is thus expedited since the invoice is already matched to the receiving report. Otherwise, the vendor mails copy one to the USPFO, ATTN: CAUS-CA for payment.
 - (c) Copy four is retained by the Activity Operations

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Officer as a record of the transaction.

5. SF 44 Preparation Instructions.

a. Date of Order - Enter actual date aviator purchased fuel, oil, parts, etc.

b. Order Number - Enter DAHA04-95*-M-_____.

(1) Los Alamitos AASF 5500 to 5625.

(2) Stockton AASF 5626-5750.

(3) Sacramento AASF 5751 to 5875.

(4) Fresno AAFA 5876 to 5999.

NOTE: *FY change - Standard for the current Fiscal year and will change accordingly. Each activity will start with their respective number and assign a number in sequence for each SF 44 used. For example, Los Alamitos would be DAHA04-95-M-5500, DAHA04-95-M-5501, etc. Each Activity Operations Officer will maintain a log showing the aviator's name, A/C#, date of use, order number, location of use, and the product/service obtained.

c. Name and address of Seller (Vendor) - Self explanatory.

d. Furnish Supplies/Services to - Enter activity to which aircraft is assigned. For example: Los Alamitos Aviation Facility, Los Alamitos, CA.

e. Supplies/Services - Enter Aviation/Jet Fuel A-50 for Army Aircraft #62016.

f. Quantity - Enter the quantity of the gallons delivered into the aircraft.

g. Unit Price - Enter the cost per gallon of the fuel delivered into the aircraft.

h. Amount - Enter the total dollar amount of fuel delivered into the aircraft.

i. Total - Enter the amount as shown in (h) above.

j. Discount Terms - Enter vendor offered discount for prompt payment, i.e., 2% - 20 days. If none offered or there is none, enter "None."

k. Agency Name and Billing Address - Enter USPFO for California, ATTN: CAUS-CA, P.O. Box 8104, San Luis Obispo, CA 93403-8104.

l. Ordered By - Enter actual signature of pilot. For example: John L. Doe, CPT, CA ARNG, Pilot. This block will not be signed by anyone other than the pilot.

m. Received By - Enter printed name of individual receiving the fuel. For example: John L. Doe.

n. Title - Enter rank, CAL ARNG, and pilot. For example: CPT, CA ARNG, Pilot.

o. Date - Date individual received fuel. This date must be the same date as shown in (a) "Date of Order," above.

p. Payment requested - Vendor must check this block and enter the amounts as shown in (h) and (i) of the form.

q. Seller - Vendor or his representative must enter his signature. If the vendor does not sign, an invoice is required before payment can be made. If the vendor signs, no invoice is required (however it is advisable to obtain an invoice).

r. Date - Vendor must enter date he delivered the fuel into the aircraft. This date must be the same date as shown in (a) and (o) above.

6. Activities and/or aviators are not required to enter or have entered by the vendor any data other than as specified in items (a) through (r) above.

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APPENDIX S

AVFUELS IDENTAPLATE IMPRINTER

The following list of information is provided for requisitioning the AVFUELS Identaplate Imprinter:

- a. NSN: 7490-00-06-7031.
- b. Model #866 Imprinter.
- c. GSA #: 00523573.
- d. Product Code: 85622.
- e. Special Item#: 50-251-1.
- f. Price: \$126.00
- g. Source of Supply: Edwards Company
50007-A Carlisle Pike
Mechanicsburg, PA 17055

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(CAUS-SU)

FOR THE GOVERNOR:

Official:

TANDY K. BOZEMAN
Major General
The Adjutant General



RICHARD E. BEARDSLEY
COL, GS, CA ARNG
Director of Administration

DISTRIBUTION:

A